

Dear All,

Please find below open position.

We are trying to find the best possible candidates to make team stronger.

SEED 4 WOMEN: WOMEN SMALL BUSINESSES ECONOMIC EMPOWERMENT THROUGH DIGITAL FINANCIAL INCLUSION INITIATIVE

About Yayasan Mercy Corps Indonesia

Yayasan Mercy Corps Indonesia (YMCI) is a local Indonesian non-profit organization, which implements humanitarian and development assistance programs throughout the country. YMCI's mission is to empower people in Indonesia to become healthy, productive, and resilient communities. Resilience means an ability to recover from or adjust easily to misfortune or change.

Program Summary

The overall goal of the program is to encourage women-led small businesses' economic empowerment through financial inclusion. To achieve this goal, Mercy Corps Indonesia will support 750 women-led small businesses over three years to improve their business practices, create 10% more jobs and increase profits by 15% through improved access to digital financial services and digital mentoring between 2021-2024. The theory of change hypothesizes that: IF women-led small businesses improve their business practices; and IF women-led small businesses improve their access to market and financial services; and IF women-led small businesses improve their access to digital mentoring, THEN women-led small businesses can develop profitable business, contributing to job creation and bettering their families' well-being.

1. PROGRAM MANAGER (PM) – JAKARTA/MALANG CITY

General Position Summary

Program Manager will ensure that at least 150 women-led small businesses onboarded (20% are youth). In addition, the strategic partnership as a foundation for innovative training approaches have completed and institutional partners and agents' network are identified. S/he should ensure that the behavioral insights approach and digital knowledge information are embedded to the training module. S/he will supervise a project team consisting of three people and lead the program plan, implementation, monitoring, evaluation, and learning to reach the program results. In addition, she/he will collaborate closely with the project partners, including commercial banks (conventional and shariah based), microfinance institutions, marketplace companies, digital wallet companies, digital training and mentoring platforms, community-based organizations, and centra/province/city/district governments.

The position is based in Jakarta or Malang and requires up to 50 % travel to program location (depend on COVID-19 development).

Essential Job Responsibilities

- Prepare the kick-off program event in partnerships with donor.
- Ensure the program will have 150 women-led small businesses onboarded (20% are youth).
- Institutional partners and agents' network are identified, and partnership agreement signed.
- Conduct needs assessment of 150 women-led adult and youth small businesses.
- Baseline for 150 women-led small businesses conducted.
- The behavioral insights approach and digital knowledge information are embedded to the training module.
- Develop a network of trainers and mentors – both internal and external to our core partners.
- Develop a communication plan with donor, including lessons learned events.
- Ensure 30 women-led youth small businesses will access training and mentoring and obtain employability skills.
- Ensure 21 women-led youth small businesses demonstrate financial knowledge and skills.
- Ensure 84 women-led adult small businesses demonstrate financial knowledge and skills
- Ensure 48 women-led adult small businesses will begin to use financial products to help improve their financial stability.
- Ensure the data needed for program monitoring, evaluation, learning and report are available
- Maintain close regular contact with the local government agencies and local partners to ensure quality outputs/services and trouble shoot any administrative problems.
- Attend coordination meetings and maintain regular contact with relevant stakeholder.
- Participate in the calls with donor, MCG CFT Team, and MCI Team.
- Conduct travel to project locations to monitor quality of implementation, and adjust plans and approaches to meet the project objective;
- Develop a set of stories of successful women-led small businesses, which will be used to illustrate opportunities and benefits of participating in the project.
- Prepare monthly report on project progress, obstacles and recommendations.
- Prepare interim and final report.

Qualifications:

- University degree in Economic, Business, Social Studies, or related fields
- Minimum 3 years' experience working with NGOs in Emergency, Recovery and Livelihood Programs.
- Experience in deliver capacity building for women-led adult and youth small businesses.
- Experience using digital data tools.
- Have knowledge on digital financial services would be an advantage.
- Have knowledge on behavioral insights and agents' network would be an advantage.
- Have knowledge on women-led adult and youth small businesses, community business organizations, formal financial institutions who is leveraging financial services to women-led adult and youth small businesses.
- Experience work with National and District Cooperative and MSME Agencies would be an advantage.
- Understanding of working together with local partners.
- Experiences work with the private company or private foundation donor would be an advantage.
- Proven experience managing diverse and disparate projects.

- Experience in managing staff and understanding the need for regular support and follow-up to ensure that project objectives are being met.
- Commitment to working with vulnerable groups in need regardless of race, religion or gender.
- Good written and oral communication skills.
- Ability to work without constant supervision and as part of a mixed team.
- Good knowledge of MS Office software such as Excel, Word, and Access.
- Able to write and understandable spoken English are preferred.

2. TRAINING AND MENTORING OFFICER (TMO) – MALANG CITY

General Position Summary

Training and Mentoring Officer (TMO) will support the Program Manager design the innovative training approach and ensure that the behavioral insights approach and digital knowledge information are embedded to the training module. In addition, S/he will ensure 150 women-led adult and youth small businesses will access training and mentoring and obtain employability skills. S/he will work with the program team to ensure 84 women-led adult small businesses and 21 women-led youth small businesses demonstrate financial knowledge and skills, and 48 women-led adult small businesses will begin to use financial products to help improve their financial stability.

The position is based in Malang City and requires up to 40 % travel to program locations (depend on COVID-19 development).

Essential Job Responsibilities

- Support the Program Manager to ensure the program will have 150 women-led small businesses (20% are youth) completed training and mentoring.
- Support the Program Manager to identify institutional partners and agents' network and sign the partnership agreement.
- Work with the MERL Officer to design needs of assessment of 150 women-led adult and youth small businesses.
- Work with the MERL Officer to identify 150 program participants (20% are youth).
- Based on women-led adult and youth small businesses and agent's network needs, develop training and mentoring module and workplan, so the program participants will demonstrate financial knowledge and skills and will begin to use financial products to help improve their financial stability.
- Develop monthly workplan and target and provide monthly progress against the target and workplan.
- Support Program Manager to develop partnership agreements with government and private agencies based on needs assessment results to provide women-led adult and youth small businesses and agent's network access to training and mentoring;
- Ensure the data needed for program monitoring, evaluation, learning and report are available;
- Attend coordination meetings and maintain regular contact with relevant stakeholder.
- Conduct travel to project locations to monitor quality of implementation, and adjust plans and approaches to meet the project objective;
- Support Program Manager to prepare an interim and final report.

Qualifications:

- University degree in Economic, Business, Social Studies, or related fields.
- 3+ years' experience working as a training and mentoring officer in development programs. Experience in design and implementing the training and mentoring on financial and business/entrepreneurship for women-led adult and youth small businesses would be an advantage.
- Minimum 3 years' experience working with NGOs and Local Government Agencies in Emergency, Recovery and Livelihood Programs.
- Experience in deliver capacity building for women-led adult and youth small businesses.
- Experience using digital data tools.
- Have knowledge on digital financial services would be an advantage.
- Have knowledge on behavioral insights and agents' network would be an advantage.
- Understanding of working together with local partners.
- Good written and oral communication skills.
- Good knowledge of MS Office software such as Excel, Word, and Access.
- Able to write and understandable spoken English are preferred.

3. MONITORING, EVALUATION, RESEARCH, AND LEARNING (MERL) OFFICER – MALANG CITY

General Position Summary

Under the leadership of the Program Manager, The Monitoring, Evaluation, Research and Learning (MERL) Officer will responsible to support the development of program's MEL system, including strategies and tools for measurement, data management protocol, and evidence-based learning and decision making. The MERL Officer will responsible to implement and improve program MERL in consultation with National MEL Coordinator to achieve the program results: Ensure the program will have 150 women-led small businesses onboarded (20% are youth), Ensure 150 women-led small businesses (20% are youth) will access training and mentoring and obtain employability skills, Ensure 84 women-led adult small businesses and 21 women-led youth small businesses demonstrate financial knowledge and skills, and Ensure 48 women-led adult small businesses will begin to use financial products to help improve their financial stability. S/he will monitor program activities and indicator tracking in close collaboration with the program team, lead the need assessments, collecting lessons learned as well as supporting the program reports.

The position is based in Malang City and requires up to 40 % travel to program locations (depend on COVID-19 development).

Essential Job Responsibilities

- Support the development and refinement of the MEL Plan including Result Framework, Logical Framework, Indicator Plan and Program Participants tracking plan. In addition, implementation of the MEL Plan for program activities, outputs, and outcomes, including appropriate methodologies and data collection frequency.
 - Develop data flow map and information management plan;

- Develop digital data collection tools, include data visualization system/dashboard based on project outcome and output indicators;
- Support the collection, aggregation, storage, and analysis of indicator data for dissemination and use;
- Develop, maintain, and implement a data analysis plan for reflecting on outputs, outcomes, goal, and assumption indicators.
- Revisit and revise MEL Plan to ensure its relevancy over the life of the program.
- Establish and regular update of program Indicator tracking in TOLA
- Regular tracking of Program Participants' Sex and Age Disaggregated Data (SADD)
- Manage program data and files in accordance with the MCI standard filing structure in the Synology storage platform or MCI Data Center;
- Develop and conduct MEL capacity building and training plans for program team and partners as needed, and serve as a resource for program staff, advising on activity design and evidence-based programming;
- Lead and support in the program's reporting requirements, including quarterly and annual reports as well as evaluation design and implementation;

Qualifications:

- Bachelor's Degree in mathematics, Statistics, or other relevant field.
- Minimum 3 years' experience working in monitoring and evaluation, especially for entrepreneurship programs.
- Familiar with research methodologies or have experience in project research.
- Have knowledge on Mercy Corps' New MEL Policy would be an advantage
- Have experience conduct baseline-end line survey would be an advantage.
- Have experience with digital financial services, digital training and mentoring would be an advantage.
- Have experience on writing MEL Report
- Proven experiences Working with the digital data collection tools
- Proven experiences on data analyst with proper software.
- Cultural sensitive and able to work effectively with a wide range of people in community level.
- Demonstrated, developed facilitation and engagement skills.
- Knowledge on disaster response and recovery will be an advantage.
- skills in MS Office, especially MS Excel in particular and Internet navigation are required.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives

and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Yayasan Mercy Corps Indonesia is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Yayasan Mercy Corps Indonesia is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

Accountability to Participants and Stakeholders

Yayasan Mercy Corps Indonesia team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

How to Apply

Please send your CV together with the form on this [link](#) with the subject: **“The Position_SEED4WOMEN_Your Name”** to hrd@id.mercycorps.org .

The vacancy will be closed on **23 January 2022** and only shortlisted candidates will be contacted for interview. We look forward to hearing from those who are interested in taking this opportunity to grow and develop with us.

Thank You,
Human Resources Department
Yayasan Mercy Corps Indonesia